

Glen Cove Creek Reclamation Committee

PROCUREMENT PLAN

1/26/96

The Committee does not plan to procure the services of a Grants Administrator at this time. The Committee members will accomplish this function.

The Committee will procure the services of a Technical Advisor in accordance with the following plan. The maximum funds to be committed to this effort will be \$39,600. The period of service for the Technical Advisor will be from Contract Award to October 1998. The target date for award of a Technical Advisor Contract is September 5, 1996.

STEPS TO BE TAKEN TO PROCURE THE SERVICES OF A TECHNICAL ADVISOR

1. APPROVE PROCUREMENT PLAN (1/4/96)

The Committee approved Procurement Plan will be submitted to the EPA Grants Administrator for final approval.

2. IDENTIFY SPECIFIC NEEDS - (Technical Subcommittee - 1/4/96 - 2/1/96)

Prepare a written description of the areas of expertise that the successful candidate would have.

3. IDENTIFY POTENTIAL TECHNICAL ADVISORS - (TAG Subcommittee - 1/4/96 - 2/1/96)

Research Library, Technical Societies, directories, etc. Prepare a list including disadvantaged business enterprises.

4. PREPARE A SOLICITATION (REQUEST FOR PROPOSAL) - Technical Subcommittee - 2/1/96 - 3/7/96)

The Solicitation will include:

- Complete description of services required - including purpose, objectives and scope of work.
- A schedule for performing tasks that are time critical.
- A proposal evaluation criteria including the relative importance of each criteria.
- Total projected hours for the project.
- Deadline and location for submitting proposals.
- Qualifications required, including as a minimum;
 - A demonstrated knowledge of hazardous or toxic waste issues.
 - Academic training in a relevant field.

- The ability to translate technical information into terms understandable by the public.
- The technical qualifications, financial resources, and experience to successfully carry out the required tasks.
- A satisfactory performance record for completing work.
- Adequate accounting or auditing procedures to control funds properly.
- A demonstrated compliance or willingness to comply with civil rights and equal opportunity laws, and other related statutory requirements outlined in 30 CFR Part 30.
- References from previous TAG experience.

5. PUBLICIZE THE NEED FOR TECHNICAL ASSISTANCE - (TAG Subcommittee - 2/8/96 - 3/7/96)

- Publish a notice in local newspapers.
- Call potential candidates including small, minority, and women owned businesses.

6. SEND OUT SOLICITATION - (3/7/96)

- Include the following forms:
 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters".
 - "Proposed Costs for Technical Assistance".

7. OBTAIN QUOTES FOR THE COST OF SERVICES REQUIRED - (4/4/96)

- Obtain at least three written quotes.

8. EVALUATE THE PROPOSALS - (4/4/96 - 5/2/96)

- Use criteria stated in solicitation.
- Conduct a cost analysis.

9. NEGOTIATE WITH APPLICANTS - (5/2/96 - 6/6/96)

10. SELECT TECHNICAL ADVISOR - (6/6/96 - 7/11/96)

- Contact EPA Grant Administrator to confirm that prospective advisor is not included in the current "List of Parties Excluded from Federal Procurement or Nonprocurement Programs".
- Notify all unsuccessful candidates in writing.

11. DOCUMENT THE SELECTION CRITERIA - (6/6/96 - 7/11/96)

12. PREPARE THE CONTRACT - (6/6/96 - 7/11/96)

- Include the required clauses contained in the EPA model contract.
- Provide contract and selection process to EPA Grant Administrator for review.

13. AWARD THE CONTRACT - (9/5/96)